



U.S. Department of Justice
Federal Bureau of Prisons

FCC Yazoo City, Mississippi

Complex Supplement

Number: YAX5290.14E
Date: September 16, 2009
Subject: Admission and Orientation
OPI: Unit Management

1. Purpose and scope: To establish local procedures for the inmate Admission and Orientation Program (A&O) at the Federal Correctional Complex (FCC) at Yazoo City, Mississippi.
2. Directives Affected:
 - a. Directives Rescinded:
YAX 5290.14D, Admission and Orientation (09/16/2008)
 - b. Directives Referenced:
PS 5290.14, Admission and Orientation (04/23/2003)
3. Standards Referenced:
 - a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4285, 4-4287, 4-4288, 4-4289, 4-4290, 4-4291,
4. General Procedures: The Admission & Orientation (A&O) Program Coordinator for the FCC will be the Foxtrot Unit Manager. **(Requirement 1)** Inmates will be assigned to their designated units by the Case Management Coordinator (CMC) upon their arrival. The CMC will take into consideration inmate demographics within the housing units, and staff workloads when making unit assignments.

All general population inmates committed will participate in the A&O Program, ordinarily within four weeks. **(Requirement 10)**

Normally, institution A&O lectures will be conducted in the Visiting Room once every three weeks for inmates assigned to the Medium, Low and the Camp. **(Requirement 2)** At times, the A&O schedule may be adjusted to accommodate the arrival of a large influx of inmates, or under any unusual or emergency situation. Inmates will be placed on the callout and each Unit Manager will ensure that their respective inmates attend the institution A&O lectures.

a. Phase 1. Unit A&O Program:

Inmates will participate in the Unit A&O Program within seven calendar days of their arrival in the Unit. However, the Unit Officer will conduct their portion of the Unit Orientation prior to the end of their shift on the day the inmate arrives in the unit. Once the Unit Officers complete their portion of the Unit A&O lecture and sign the Unit A&O Form, they will forward the signed form to the appropriate Counselor. Additionally, each Counselor will run a PP38 SENTRY transaction daily to ensure that each newly assigned inmate to the Unit was in fact given the Unit Orientation by the Unit Officer the previous day.

The Counselor will then deliver the Unit A&O form(s) to the Unit Manager, who will ensure that the Counselor, Case Manager, and Unit Manager meet with the inmate and complete their respective portions of the Unit A&O Program. Once the final Unit A&O lecture is completed, the inmate will sign and date the Unit A&O Form. The completed form will be filed in Section 3 of the Inmate Central File.

b. Phase 2. Institution A&O Program

The Institution A&O Program will consist primarily of lectures by Department Heads and other staff as needed. Institution A&O will ordinarily last from 7:30 a.m. to 3:30 p.m. during a weekday, with a break for lunch. If and when time permits, the Executive Staff may provide an overview of the institution and address their expectations of the inmate population, as well as provide a general synopsis of their duties. Each Department Head lecture will address topics specific to their respective department. In addition, there will be ample opportunity for inmates to ask questions during these lectures.

Once an inmate completes all portions of Institution A&O, the A&O Coordinator will ensure the inmate's work assignment is updated from "A/O" to "Unassg." If an inmate does not complete any portion of the program, the A&O coordinator will ensure that the inmate returns to the following session to complete the program. As the A&O Coordinator monitors the work assignment of "A/O" to determine who needs to attend the Institution A&O Program, only the A&O Coordinator's Unit staff are authorized to change an inmate's work assignment from "A/O."

5. Program Evaluation:

The A&O Program will be evaluated on an annual basis by the A&O Coordinator to ensure it complies with national policy requirements and meets the needs of the inmate population. A report of the evaluation will be submitted to the designated Associate Warden with oversight responsibility of the A&O Coordinator and program.

6. Lesson Plans/Handbook:

Each affected Department Head will ensure lesson plans are written for topic(s) specific to their department. The A&O Program Coordinator will review and update the Institution A&O lesson plans and the A&O Handbook in conjunction with the annual review of the Complex Supplement. The A&O Coordinator will forward the current lesson plans and handbook to the respective Department Head for review. If changes are needed in the lesson plan or handbook, the Department Head will indicate the changes on the lesson plan and/or handbook and return it to the A&O Coordinator. **(Requirement 3, 4 & 9)**

7. Forms:

The Unit A&O Form (BP-S597) and Institution A&O Checklist (BP-S518) are separate forms. **(Requirement 5)** A "Master" A&O Checklist will be used to document inmate participation in the Institution A&O Program. **(Requirement 6)**

8. Staff Responsibilities:

a. The A&O Program Coordinator is responsible for:

- Coordinating the overall operation of the program.
- Ensuring lesson plans developed for Institution A&O are accurate, current, and updated annually for each topic.
- Updating the A&O Institution Supplement as needed.
- Updating the A&O Handbook as needed.
- Ensuring that inmate work assignments are changed from A&O to Unassigned once an inmate completes the Institution A&O Program.
- Inmates who did not show for A&O and/or who were not present for topics covered during the A&O sessions will maintain the assignment of A&O and will repeat the areas missed. **(Requirement 7)**

b. The Camp Administrator or designee is responsible for:

- Updating waiting list from "C A/O" to "C A/O Compl't" for Camp inmates who complete the Institution A&O Program.
- Monitoring SENTRY to determine which Camp inmates need to attend Institution A&O and to ensure that inmates attend in a timely manner.
- Updating SENTRY CSW, CCC, and UNT assignments when inmates

are moved to the Satellite Camp.

c. Correctional Systems Management staff are responsible for:

- Maintaining Central Files upon receipt from transporting authority.
- Ensuring SENTRY CSW, CCC, and UNT assignments are loaded correctly for new arrivals.
- Ensuring that the SENTRY WRK assignment "A/O" is loaded for all new arrivals.
- Printing Intake Screening Forms for new arrivals after they are loaded into SENTRY as A-DES at FCC Yazoo City.
- Obtaining intake screening documents (i.e., Judgement in a Criminal Case, Pre-Sentence Investigations, Magistrate Reports).
- Contacting Unit Staff when intake screening documents arrive and the inmate is ready to be screened.

d. Unit Managers are responsible for:

- Ensuring inmate Central Files are retrieved from ISM in a timely manner.
- Ensuring Intake Screening Forms are retrieved from ISM in a timely manner.
- Ensuring that Unit A&O forms are maintained in each of the Unit Officer's Stations so that they can complete their portion of the Unit A&O form when new inmates arrive to their Unit.
- Ensuring Unit Staff are available to conduct intake screening on newly arrived inmates who are assigned to their respective Units.
- Ensuring that A&O Handbooks (English or Spanish) are available for issue to inmates assigned to their Unit during intake screening and that they are in fact issued to inmates during screening. If for any reason, an A&O Handbook is not available to be issued to an inmate during intake screening, one shall be issued to him as soon as practical and such issuance shall subsequently be documented on the intake screening form.
- Reviewing inmate Central Files when new inmates are assigned to their unit.

e. Unit Officers are responsible for:

- Ensuring that inmates are pre-assigned to a bed prior to their arrival to the unit. **(Requirement 8)**
- Ensuring inmates have proper bedding (sheets, blanket, pillow and pillow case).
- Conducting their portion of the Unit A&O Program prior to the end of their shift on the same day the inmate arrives in the unit.
- Notifying the Counselor when a new inmate arrives in the unit.

9. Office of primary responsibility: Unit Management

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Bruce Pearson, Warden

Distribution: Departments Heads
Local AFGE